

WATER QUALITY DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Water Quality Director position exists is to provide and act as the Department's technical advisor and performs leadership functions in directing the activities of the Water Quality Division for the City's Water Resources Department. Also, acts as Department's active liaison with all organizations having water related interest. This position has supervisory responsibility for the water quality and laboratory sections. This position reports directly to the General Manager, Water Resources.

ESSENTIAL FUNCTIONS

Organizes and directs operations in Water Quality, including projects, policy interpretations, and administrative procedures.

Must personify leadership and promote shared responsibility, teamwork and continuous improvement.

Coordinates and directs the activities of the staff. Communicates goals, designs strategies and standards for evaluation, evaluates personal performance, reviews and follows up on complaints or disciplinary actions. Assists staff in resolving any difficult technical or procedural obstacles encountered during the research, development or administrative process.

Determines compliance with prescribed operating and safety standards.

Reviews and approves program budgets and monitors and evaluates progress toward stated goals and objectives, continuously improving services to internal and external customers.

Operational responsibility includes: planning, managing and ensuring environmental and regulatory compliance for the city's water quality division. Ensures all water quality programs from drinking water to aquifer protection are in compliance with federal, state, and county environmental regulations.

Provides overall direction and support for water quality compliance laboratory.

Maintains compliance with industrial pre-treatment, effluent recharge and water quality permits and regulations.

Responsible for developing and implementing an annual budget of approximately \$1.5 million.

Manages city involvement in Superfund issues.

Represents the City in media relations and regulatory negotiations.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

County, Federal and State water and sewer regulations and requirements.

Ability to:

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Conduct research and analyze results.

Establish and maintain effective working relationships with water and sewer users, other professionals and government jurisdictions, co-workers, and the general public.

Effectively select, lead and manage a professional staff consisting of divergent Water Resources programs including management, professional, technical, and field staff.

Communicate effectively both verbally and in writing.

Support City Council and top management decisions.

Education & Experience:

Any combination of training and experience equivalent to a bachelor's degree in Chemistry, Biological Sciences, Chemical Engineering or a closely related field and a minimum of 7-10 years experience managing a fast paced, dynamic, customer driven, water quality environment.

Experience dealing with regulatory agencies and demonstrated background that applies creative visionary skills necessary to develop long range plans for current and future regulatory issues. Demonstrated experience as a skilled negotiator and communicator who understands the critical compliance issues related to Water Quality.

Expertise in managing organizational change and development related concerns.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified